

Free Compliance Assistance
Forum for employers,
contractors, community based
organizations, and advocacy
groups. . .

Friday, June 20, 2014

8:50 a.m. - 12:50 p.m.

MassBay Community College
50 Oakland Street
Wellesley Hills, MA 02481
Parking in Visitor and Student
Parking Lot

Schedule

8:15 a.m.	Registration
8:50	Overview of DOL Agencies
9:30 to 10:30 a.m.	1 st Workshop Session
10:30 to 10:40 a.m.	Break
10:40 to 11:40 a.m.	2 nd Workshop Session
11:40 to 11:50 a.m.	Break
11:50 to 12:50 p.m.	3 rd Workshop Session

**U.S. Department of Labor
Informational & Outreach Forum**

The U.S. Department of Labor (DOL) would like to invite you to attend this free informational and outreach forum. The event will include an introduction and overview from several DOL agencies regarding their missions, responsibilities and functions. These presentations will be followed by 60-minute workshops designed to assist employers, contractors, community-based organizations, and others in gaining knowledge about workplace laws and regulations administered by DOL. The sessions will provide answers to many frequently asked questions. The Forum is a must attend event for all groups.

Anyone interested in attending should complete and return the enclosed registration form by June 13, 2014. You may select from several workshops that will run concurrently at 9:30 a.m., 10:40 a.m., and 11:50 a.m. (see inside). Participants can attend one workshop per time period.

Employers and advocacy groups may have more than one representative attend; however, each person must complete a registration form indicating workshop preferences. Attendance is free. Space will be limited on a first come first serve basis.

For more information, you may contact us by email at ebbsa.boston@dol.gov. Please put "ATTN: Employer Forum" in the subject line.

A FREE EVENT

2014 DOL Informational and Outreach Forum - Boston



**How to Do It
Right the First
Time**
*Compliance. . .
We Can Help!*



Sponsored by the
U.S. Department of
Labor

Available Workshops

Employee Benefits Security Administration (EBSA)

9:30 a.m. only

Fiduciary Education: Strong fiduciary oversight and protecting workers' benefits is one of the highest priorities of the U.S. Department of Labor. However, we recognize that understanding and complying with ERISA can be challenging for any employer, but especially so for small and medium sized employers with limited time, resources and/or access to professional assistance. This workshop will help you understand your fiduciary responsibilities.

Employee Benefits Security Administration (EBSA)

9:30 and 11:50 a.m.

Health Law Compliance: This workshop will help you comply with the Affordable Care Act as it applies to employer-sponsored group health plans. We recognize that understanding and complying with DOL regulations can be challenging, especially for small- and medium-sized employers with limited time, resources, or access to professional assistance. This workshop will provide practical information, helpful tips and clarification regarding the Affordable Care Act.

Employee Benefits Security Administration (EBSA)

10:40 a.m. only

Choosing a Retirement Solution for your Small Business? Starting a small business retirement savings plan can be easier than most business people think. No matter what size business you own, a retirement plan can help you gain tax advantages and attract and retain great people. By choosing the right plan for your business you will find that meeting both the costs and the requirements may well be within your reach. Join EBSA's break-out session and learn the advantages and disadvantages of the different types of retirement plans that a business may offer

Employee Benefits Security Administration (EBSA)

10:40 a.m. only

Voluntary Fiduciary Correction Program (VFCP): Learn how to correct fiduciary violations under the Employee Retirement Income Security Act. This workshop will teach you how to apply and get approved. You'll receive instructions on how to make corrections and use this program. Learn if you are eligible for relief of IRS excise taxes and how you might pay your plan the amount you would otherwise owe in excise tax.

Employee Benefits Security Administration (EBSA)

11:50 a.m. only

Savings Fitness: Providing information to assist employers in educating their employees on setting short and long term financial goals, calculate their net worth, and estimate how much they will need to save for retirement.

Employment and Training Administration (ETA) and Women's Bureau (WB)

10:40 a.m. only

Maximizing Mature Workers as a Unique Workforce Resource: Mature workers are often an overlooked source of workforce talent in today's fast paced and technology oriented workplace. Find out why this segment of the workforce will increasingly be an important asset to your organization now and in the future and learn ways to maximize their potential.

Employment and Training Administration (ETA)

9:30 a.m. only

Services Provided to Employers in the State: This workshop will describe grant money for state run programs and what can be done assist employers, such as Job Fairs and Unemployment Insurance programs.

Occupational Safety and Health Administration (OSHA)

10:40 a.m. only

OSHA Inspections: This workshop will detail OSHA's inspections process and describe how and why a company may be inspected. Presenters will also discuss the process that takes place before, during, and after the inspection.

Occupational Safety and Health Administration (OSHA)

9:30 a.m. only

Temporary Workers: OSHA's temporary worker initiative focuses on the safety and health protections due all temporary workers. OSHA will cover the joint responsibilities of temporary agencies and host employers for worker safety and health under the OSHA Act.

Occupational Safety and Health Administration (OSHA)

9:30 a.m. only

Whistleblower Protections: This workshop will describe ways to improve the fairness, efficiency, effectiveness and transparency of OSHA's Whistleblower protections and activities.

Occupational Safety and Health Administration (OSHA)

11:50 a.m. only

Heat Illness: This workshop will educate employers about the dangers of employees working in hot weather and provide resources and guidance to address these hazards.

Office of Federal Contract Compliance Programs (OFCCP) and Women's Bureau (WB).

11:50 a.m. only

Equal Pay Act: This year marks the 50th anniversary of the Equal Pay Act of 1963. However, women are still earning on average 77 cents for every dollar men earn. The WB and the OFCCP will discuss ways in which employers can best promote and ensure equal pay and federal laws regarding equal pay including Executive Order 11246 covering federal contractors and subcontractors and. Materials will be provided.

Wage and Hour Division (WHD)

9:30 and 11:50 a.m.

Fair Labor Standards Act (FLSA): WHD will provide a compliance workshop on the FLSA. This workshop will cover an employer's requirements under the FLSA, with an emphasis on the employment relationship and hours worked. The FLSA establishes minimum wage, overtime pay, recordkeeping, and child labor standards. The statute affects most workers in the public and private sector. This workshop will provide a "question and answer" session.

Wage and Hour Division (WHD)

10:40 a.m. only

Family and Medical Leave Act (FMLA): WHD will provide a compliance workshop on the FMLA. This workshop will provide for a "question and answer" session.

REGISTRATION FORM

U.S. Department of Labor -Informational & Outreach Forum

How to Do It Right the First Time Compliance... We Can Help

Check your preferences for the 9:30 a.m. workshops, the 10:40 a.m. workshops, and/or the 11:50 a.m. workshops below. You may fax the completed form to 617-565-9666, Attention: Patricia Richardson or email to ebbsa.boston@dol.gov (Please enter "Employer Forum" in the subject line).

For questions, please send an email to ebbsa.boston@dol.gov or contact Patricia Richardson at 617-565-4190.

EMAIL OR FAX THIS PORTION ONLY by June 13, 2014.

Name _____ Position _____

Name of Company: _____

Address: _____

City, State & Zip: _____

Telephone number: _____

Fax number: _____

E-mail Address: _____

Please check only one workshop under each time slot in which you would like to attend.

9:30 a.m. Workshop Choice (Check one)

- ☐ EBSA – Fiduciary Education
- ☐ EBSA – Health Laws
- ☐ ETA – Services Provided to Employers in the State
- ☐ OSHA – Temporary Workers
- ☐ OSHA – Whistleblower Protections
- ☐ Wage & Hour – FLSA

10:40 a.m. Workshop Choice (Check one)

- ☐ EBSA – Choosing a Retirement Plan
- ☐ EBSA – VFCEP
- ☐ ETA & Women's Bureau – Mature Workers in the Workforce
- ☐ OSHA - Inspections
- ☐ Wage & Hour – FMLA

11:50 a.m. Workshop Choice (Check one)

- ☐ EBSA – Health Laws
- ☐ OSHA – Heat Illness
- ☐ EBSA – Savings Fitness
- ☐ Wage & Hour - FLSA
- ☐ OFCCP & Women's Bureau – Equal Pay Issues